

Table I – ESI Metadata Fields

FIELD NAME	DESCRIPTION
Author	Author of document, if identified in metadata
Begin Bates	Unique document identifier and the starting page of a document (<i>e.g.</i> , ABC00000001)
Bates End	The end number of a document (<i>e.g.</i> , ABC0000099)
Bates Beg Attach	The starting number of a group or family of documents (<i>e.g.</i> , ABC0000001)
Bates End At- tach	The end number of a group or family of the document (<i>e.g.</i> , ABC0000099)
Custodian	The owner of a document
All Custodians	List of all custodians who had custody of the document, separated by semicolon
Filename	The original name of the file
File Extension	File extension of document (<i>e.g.</i> , .msg, .docx, .xlsx, etc.)
File Size	The size of the file
Document Type	Type of document (<i>e.g.</i> , email, e-document, attachment, hardcopy)
Date Created	Date document was created (<i>e.g.</i> , 01/01/2001)
Time Created	Time document was created (<i>e.g.</i> , 17:00)
Date Last Modi- fied	Date the document was last modified (<i>e.g.</i> , 01/01/2001)
Time Last Modi- fied	Time the document was last modified (<i>e.g.</i> , 17:00)
Date Last Ac- cessed	Last access date of the document as extracted during processing from the file metadata
Time Last Ac- cessed	Last access time of the document as extracted during processing from the file metadata
Date Sent	Date email was sent (<i>e.g.</i> , 01/01/2001)
Time Sent	Time email was sent (<i>e.g.</i> , 17:00)
Date Received	Date email was received (<i>e.g.</i> , 01/01/2001)

FIELD NAME	DESCRIPTION
Time Received	Time email was sent (<i>e.g.</i> , 17:00)
Email From	Sender of email
Email Subject	Subject line of email
Email To	Recipient(s) of email
Email BCC	Blind-copied recipients of email
Email CC	Copied recipients of email
MD5 Hash	MD5 Hash Value of file
Native Link	Relative file path of native file
File Path	Original file path where file was kept (by the custodian)
Pages	Number of pages per document
Confidentiality	Confidential
Redactions	Yes/No
Source	Person, shared drive, or other source from whom files were collected